

LOGISTICS SERVICES

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Renovate space and relocate personnel and equipment in support of SAFE, Phase II
(Completed)

Provide a system for more timely and efficient response to space requirements
(Completed - Computer Assisted Design and Drafting System (CADDs) installed)

Establish an automated system for maintaining stock levels and cost data covering administrative supplies in Agency supply rooms
(Completed)

Research the feasibility of installing automated gas pumps at the Motor Pool Garage
(Pumps to be installed in December 1983)

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Provide support to the Credit Union and in terms of courier and shuttle service, establishment and stockage of supply rooms, routine maintenance support, etc.
(Completed)

STAT

Takover management of 01 stock items from Supply Division
(Completed)

Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the Mail and Courier Branch
(Objective for FY 1984)

*

Improve the physical environment and the quality of food and service in the Executive Dining Room
(Ongoing. Consultant arrived 9/19/83)

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CONFIDENTIAL

Office: OL/LSD/ADS

O — Scheduled

X — Actual

Objective Statement: Improve the Response Time in the Architectural Design Staff

Responsible Officer:

Significant Funding Amount: \$ _____ FY 84

Quarter Ending:

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including: Work assignments. Existing response time. Response time versus manpower.				0								
Use the PAC II for project scheduling and workload studies.					0							
Investigate using the GIMS system to track existing work orders within ADS.						0						
Contract selected projects with private architectural firms to reduce the backlog of work orders.							0					
Study the feasibility of creating an expeditor position to: Site survey all project requests to clarify requirements. Verify funds. Verify client priority versus other requests from same component. Identify and complete small projects.										0		
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED												

25X1

CONFIDENTIAL

Office: OL/LSD/M&CB

O — Scheduled

Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.

X — Actual

Responsible Officer: FY 84

Significant Funding Amount: \$

Quarter Ending:

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature, currently available pertaining to IBM Card Sorting Machines and automated Scanners for codeword accountability.			0									
Determine feasibility of installing automated equipment in Mailroom, i.e.; space requirement						0						
Prepare cost estimate.								0				
If feasible, formulate plans for implementation.										0		
Installation.												0

CONFIDENTIAL

Office: OL/LSD/MPB

Objective Statement: Develop and Implement an Effective Vehicle Dispatch Plan

Responsible Officer:

Significant Funding Amount: \$ _____ FY 84

Quarter Ending:

O — Scheduled

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done)												
Prepare Motor Pool area for installation of computer equipment (done)												
Train Dispatchers in the use of system	0											
Place system on line		0										
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p>WARNING NOTICE</p> <p>INTELLIGENCE SOURCES</p> <p>OR METHODS INVOLVED</p> </div> <div style="border: 1px solid black; width: 150px; height: 30px;"></div> </div>												

25X1

Office: OL/LSD/O-CH

O — Scheduled

Objective Statement: Investimate ways and means of improving the atmosphere on the ground floor at Headquarters Building

X — Actual

Responsible Officer:

Significant Funding Amount: \$ _____ FY 84

Quarter Ending:

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Meet with Fine Arts Commission	0											
Meet with various corporations in industry who have similar building layouts		0-----0										
At strategic points in building experiment with different types of flooring, bumper guards, and wall coverings							0					
Review findings and obtain cost estimates										0		

○ — Scheduled

X — Actual

Agency buildings take more pride in their working areas and buildings

STAT

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Issuance of Headquarters Notice	0											
FAC designation of points to be addressed in poster program			0									
Theme posters displayed in buildings					0		0			0		

Office: OL/LSD/IDC

Objective Statement: Publicize the Division's Interior Design Consultant

Responsible Officer:

Significant Funding Amount: \$ _____ FY 84

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Distribute new mentioning Interior Design Consultant (IDC)	0											
Publish Executive Furniture Catalog offering services of IDC			0									
Include slides of IDC at work in D/L slide file	0											

STAT

Office: OL/LSD/IDC-FAC

O — Scheduled

Objective Statement: Resolve the problem of the DCI portraits

X — Actual

Responsible Officer:

STAT

Significant Funding Amount: \$ 17,000 FY 84

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Order for copying in oil of the McCone and Turner portraits (done)		0										
Complete copying Turner portrait in oil				0								
Reach decision regarding portraits of Helms and Smith					0							
Place order for Helms and Smith portraits if decision is affirmative						0						
Complete Helms portrait								0				
Complete Smith portrait										0		

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